

## FAMILY LITERACY COMPONENT VALIDATION AND COMPLIANCE INSTRUMENT

<b><u>Staff Qualifications</u></b>  A majority of instructional staff providing academic instruction (1) must have obtained an associate's, bachelor's or graduate degree in a field related to early childhood education, elementary or secondary education or adult education and (2) meet the qualifications established by the State for the above sections. Staff meets the highly qualified requirements defined by NCLB.	
<b><u>Rating</u></b>  Not Yet Progressing <input type="checkbox"/> Progressing <input type="checkbox"/> Validated <input type="checkbox"/>	<b>Review of:</b> Letter of assurance from district/admin.; personnel records; diplomas; transcripts; schedule/registration forms to show enrollment in a program.
<b><u>Evidenced by</u></b>  <div style="height: 150px; border: 1px solid black;"></div>	<b><u>Team Recommendations</u></b>  <div style="height: 150px; border: 1px solid black;"></div>

<b><u>Staff Qualifications</u></b>  Paraprofessionals who support academic instruction must have a high school diploma or its equivalent (In Even Start programs in school wide Title I programs, paraprofessional must have completed 2 years of higher education or have AA or passed an approved assessment test)	
<b><u>Rating</u></b>  Not Yet Progressing <input type="checkbox"/> Progressing <input type="checkbox"/> Validated <input type="checkbox"/>	<b>Review of:</b> Observation/anecdotal data; assessment data; charting; portfolio samples; goal/objective attainment
<b><u>Evidenced by</u></b>  <div style="height: 150px; border: 1px solid black;"></div>	<b><u>Team Recommendations</u></b>  <div style="height: 150px; border: 1px solid black;"></div>

**Staff Qualifications**

Current Family Literacy Directors or the individuals responsible for local program administration have received the NCFL training in the operation of Family Literacy programming.

**Rating**

Not Yet Progressing ☐ Progressing ☐ Validated ☐

**Review of:** Letter of assurance from district/admin., personnel records, certificates of attendance, schedule/registration forms to show enrollment in a program.

**Evidenced by****Team Recommendations****Curriculum**

Curriculum used in the adult education components is based on current, scientific research and is aligned with Arizona Adult Education Standards.

**Rating**

Not Yet Progressing ☐ Progressing ☐ Validated ☐

**Review of:** staff can articulate adult or child learning theory or how curricular materials and activities are based upon scientific research and best practices.

**Evidenced by****Team Recommendations**

**Curriculum**

Local programs use reading-readiness activities and materials for birth –three and three-five year olds (preschool) children based on scientifically based reading research.

**Rating**

Not Yet Progressing ☐ Progressing ☐ Validated ☐

**Review of:** Evidence of scientific research supports the reading readiness activities and materials.

**Evidenced by****Team Recommendations****Curriculum**

Curriculum is integrated among all five literacy focused component areas of Family Literacy. (This includes home-based instruction).

**Rating**

Not Yet Progressing ☐ Progressing ☐ Validated ☐

**Review of:** Team integration plans, lesson plans, daily schedules, and meeting agendas.

**Evidenced by****Team Recommendations**

**Curriculum**

Adult instruction focuses on relevant literacy and cognitive skill developments, including all adult education standards domains for each adult student

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by****Review of**

Team integration plans, lesson plans, daily schedules, meeting agendas, individualized student plans

**Team Recommendations****Collaboration and Partnerships**

Written agreements exist between all program partners listed in the project description.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**

Process

Outcomes

**Review of**

MOUs, ISAs/IGAs written and signed by each agency

**Team Recommendations**

**Eligibility and Recruitment**

All families meet income guidelines to be eligible for Family Literacy. Parents meet eligibility requirements for Adult Education and Family Literacy Act and children have an eligible parent and meet age requirements.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Intake forms, applications, income verification documentation  
NCFL or Head Start checklists.

**Evidenced by**

Process

Outcomes

**Team Recommendations****Eligibility and Recruitment**

Program provides an orientation period to prepare parents for expectations and full participation in program activities and services.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Orientation plan as well as a plan to remove families who do not fully participate.

**Evidenced by**

Process

Outcomes

**Team Recommendations**

**Eligibility and Recruitment**

Participants meet the “most in need” population targeted in the project’s description

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Documentation of income determination, evidence of participant’s income at or below federal poverty guidelines/NCLB guidelines, evidence of risk factors, intake forms

**Evidenced by**

Process

Outcomes

**Team Recommendations****Eligibility and Recruitment**

The program has a system for handling wait lists that assures those who are “most in need” are enrolled in the program first.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Determining family eligibility and priority, program’s written policies

**Evidenced by**

Process

Outcomes

**Team Recommendations**

**Eligibility and Recruitment \*\*\* (MEES ONLY)**

COEs indicate migrant participants' eligibility

**Rating**Not Yet Progressing ☐ Progressing ☐ Validated ☐**Evidenced by**  
Process

Outcomes

**Review of**

COEs, intake forms

**Team Recommendations****Eligibility and Recruitment \*\*\* (MEES ONLY)**

Program has a system in place to assure that migrant participants meet the qualifications of "most in need" related to MEP guidelines.

**Rating**Not Yet Progressing ☐ Progressing ☐ Validated ☐**Evidenced by**  
Process

Outcomes

**Review of**

COEs, intake forms, written policies

**Team Recommendations**

**Program Operations**

Budget reflects appropriate dollar amounts slated for requirements necessary for effective program operations

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**  
Process

Outcomes

**Review of**

Budget application, line items for professional development, staff, supplies, etc.

**Team Recommendations****Program Operations**

Program provides correct matching funds for the project's funding period.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**  
Process

Outcomes

**Review of**

Budget application, line items for professional development, staff, supplies, etc.

**Team Recommendations**



**Program Operations**

Participants are expected to agree to participate in all components of the Family Literacy program

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**

Process

Outcomes

**Review of**

Written policies, agreements/contracts, schedule, attendance/retention records

**Team Recommendations****Program Operations**

Program provides 60 hours/month adult education; 20 hours/month parenting education/ILA; and 65 hours/month early childhood education services.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**

Process

Outcomes

**Review of**

Daily/weekly/monthly schedule, attendance records

**Team Recommendations**

**Program Operations**

Program operates on a year-round basis, including instructional and enrichment services during the summer months.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Yearly calendar, summer partners, summer and holiday plans, evidence that no more than five consecutive weeks are off during the summer.

**Evidenced by**

Process

Outcomes

**Team Recommendations****Program Operations**

Program plan includes *monthly* home-instruction family visits.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Home-instruction logs describing educational focus/lesson, number of family members served.

**Evidenced by**

Process

Outcomes

**Team Recommendations**

**Program Outcomes & Evaluations**

Program meets state performance indicators and target outcomes related to adult education and early childhood/family literacy guidelines.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**

Process

Outcomes

**Review of**

Adult education data information, annual performance indicators/final report

**Team Recommendations****Program Outcomes and Evaluations**

Program meets state performance indicators in ECE.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Evidenced by**

Process

Outcomes

**Review of****Team Recommendations**

**Program Outcomes and Evaluation**

Program meets State performance indicators in Parenting Education

**Rating**

Not Yet Progressing ☐ Progressing ☐ Validated ☐

**Evidenced by**  
Process

Outcomes

**Review of**

PEP scores, interview with parents

**Team Recommendations****Program Outcomes and Evaluation**

Program empowers parents to support the education growth of their children and in preparation of children for success in school

**Rating**

Not Yet Progressing ☐ Progressing ☐ Validated ☐

**Evidenced by**  
Process

Outcomes

**Review of**

PEP scores, interview with parents

**Team Recommendations**

**Program Outcomes and Evaluation**

Program uses an outside evaluator for local program evaluation. Data derived from the evaluations is used to design and implement ongoing improvement strategies.

**Rating**

Not Yet Progressing ☐    Progressing ☐    Validated ☐

**Review of**

Performance indicators, state evaluator report and assessment data, program action plan

**Evidenced by**  
Process

Outcomes

**Team Recommendations**